

# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the City of Jefferson

**PHA Number:** MO009

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2001

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☐ Apply for additional rental vouchers:
  - ☒ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities:
  - ☒ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score) 82.2 Advisory Score
  - ☒ Improve voucher management: (SEMAP score)
  - ☒ Increase customer satisfaction:
  - ☒ Concentrate on efforts to improve specific management functions: (Communication, security, and neighborhood appearance)

- ☒ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices
- Objectives:
- ☐ Provide voucher mobility counseling:
  - ☐ Conduct outreach efforts to potential voucher landlords
  - ☒ Increase voucher payment standards
  - ☒ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

#### **HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☒ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☐ Other: (list below)

#### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:
  - ☒ Provide or attract supportive services to improve assistance recipients' employability:

- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Jefferson City Housing Authority is a low medium sized Authority (251-500 units) and a PHAS Standard-Performer agency (80.1 (Advisory Score) in FYE March 31, 2000) located in Cole County, Missouri. The JCHA manages 348 units of public housing at five developments.

The mission of the JCHA is:

To promoting adequate and affordable housing, economic opportunity and a suitable living environment without discrimination for low-income, very low-income families, persons with disabilities or the elderly.

The JCHA will be a vehicle of social mobility by giving qualified applicants the opportunity to reside in a subsidized public housing for a period of time, so that they may secure the necessary schooling or training they may need, which may consist of, but not limited to, obtaining a high school diploma or GED, college degree vocational training and/or marketable skills to obtain gainful employment.

The JCHA will accomplish its mission ideals through its goals and objectives:

- A. Providing decent, safe and affordable housing in our community.
- B. Ensuring equal opportunity in housing for everyone
- C. Promoting self-sufficiency and asset development of financially disadvantaged families and individuals.
- D. Improving community quality of life and economic vitality.
- E. To provide timely response to resident request for maintenance problems.
- F. To continue to enforce our "One Strike" policies for resident and

- applicants.
- G. To improve and/or maintain our financial stability through aggressive rent collections and improved reserve position.

The JCHA's financial resources include an operating fund, capital fund, dwelling rental income and Section 8 Administrative fees which will be used to operate the agency in the most cost effective means possible and still provide the services and activities for its residents. The JCHA has assessed the housing needs of Jefferson City and surrounding Cole County area and has determined that it is currently and will continue to meet the housing needs of the community to the extent practical for a Low Medium agency. The JCHA has approved a Deconcentration Policy and will utilize Local Preferences to attract and encourage applicants that can qualify for public housing. The JCHA has determined that its housing strategy complies with the state of Missouri's Consolidated Plan

The JCHA has updated and rewritten its Admissions and Continued Occupancy Plan, Dwelling Lease and Grievance procedures to comply with all QHWRA requirements. The JCHA has established a minimum rent of \$25.00 and elected to recognize its flat and ceiling rents as synonymous and chosen to select the local Fair Market Rents (FMR) to determine its dollar value.

The JCHA has conducted a physical needs assessment to determine its modernization requirements and has developed an Annual and 5 year Action Plan to address its Capital Improvements.

The JCHA has identified compliance with the Community Service requirements by rewriting its Admission and Continued Occupancy Plan and Dwelling lease to address those adult members of any family whom must perform community service activities annually.

The JCHA has no plans to demolish or dispose of any of its properties. The JCHA has jointly addressed with the local police department to develop safety and crime prevention that adequately meets the needs of its residents. In addition, it has an on-going HUD funded Drug prevention Program.

The JCHA has developed an agency wide Pet Policy that allows any family to have a pet if they follow a set of rules.

The JCHA has certified that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing in addition, the JCHA has included a copy of its most recent fiscal year audit reports as part of the documentation made available for public review during the 45 days prior to submission of JCHA's Agency Plan to HUD on January 16, 2001.

The JCHA has developed a very effective Asset Management plan to maintain its

properties and manage its. Operation through the proper utilization of the following Annual Plan components:

- Financial Resources
- Operations and Management
- Capital Improvements

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

#### **Table of Contents**

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### **Required Attachments:**

- ☒ Admissions Policy for Deconcentration (Attachment A) Page 49
- ☐ FY 2001 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)



Optional Attachments:

- ☒ PHA Management Organizational Chart (MO009d01)
- ☐ FY 2001 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan (MO009e01)
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
- Attachment B - Minimum Rent Hardship Exemption Request Guidelines for Residents - **Page 55**
- Attachment C - Community Service Policy and Procedures - **Page 59**
- Attachment D - Pet Policy - **Page 61**
- Attachment E - Resident Membership of the PHA Governing Board. - **Page 65**
- Attachment F - Membership of the Resident Advisory Committee - **Page 65**
- Attachment G - Section 8 Homeownership Capacity Statements - **Page 65**
- Attachment H - Brief Statement of Progress in meeting the 5-year Plan Mission and Goals **Page 66**

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
YES	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
YES	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
YES	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
YES	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
YES	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
YES	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
YES	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
YES	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	1,094	5	5	5	3	3	2
Income >30% but <=50% of AMI	877	5	5	5	3	3	3
Income >50% but <80% of AMI	1,542	4	4	4	3	3	2
Elderly	931	5	5	4	3	2	4

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Families with Disabilities	457	5	5	4	5	4	4
Race/Ethnicity W	2,971	5	5	5	3	3	2
Race/Ethnicity B	455	5	5	5	3	3	2
Race/Ethnicity H	38	5	5	5	3	3	2
Race/Ethnicity O	49	5	5	5	3	3	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: 1997-2002
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset  
CHAS Table 1C, 1991
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☒ Other sources: (list and indicate year of information)  
Bureau of Census, 1990 Census of Population and Housing Summary  
Population and Housing Characteristics - Missouri

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	161		163
Extremely low	159	99%	

Housing Needs of Families on the Waiting List			
income <=30% AMI			
Very low income (>30% but <=50% AMI)	2	1%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	64	40%	
Elderly families	4	2%	
Families with Disabilities	23	14%	
Race/ethnicity W	54	33%	
Race/ethnicity B	106	66%	
Race/ethnicity I	1	1%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	87	54%	56
2 BR	51	32%	59
3 BR	20	12%	46
4 BR	3	2%	0
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List
---

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- ☒ Section 8 tenant-based assistance  
☐ Public Housing  
☐ Combined Section 8 and Public Housing  
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	289		130
Extremely low income <=30% AMI	286	99%	
Very low income (>30% but <=50% AMI)	2	.7%	
Low income (>50% but <80% AMI)	1	.3%	
Families with children	151	52%	
Elderly families	4	1%	
Families with Disabilities	45	16%	
Race/ethnicity W	118	40.8%	
Race/ethnicity B	170	58.8%	
Race/ethnicity I	1	.4%	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
- Obtain Low-Income Housing Tax Credits to build additional Elderly Only units.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**



Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs  
☐ Other: (list below)

## **Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units  
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations  
☐ Other: (list below)

## **Other Housing Needs & Strategies: (list needs and strategies below)**

### **(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints  
☒ Staffing constraints  
☐ Limited availability of sites for assisted housing  
☐ Extent to which particular housing needs are met by other organizations in the community  
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA  
☒ Influence of the housing market on PHA programs  
☐ Community priorities regarding housing assistance  
☐ Results of consultation with local or state government  
☐ Results of consultation with residents and the Resident Advisory Board  
☐ Results of consultation with advocacy groups  
☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>
--

Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	786,105	
b) Public Housing Capital Fund	679,291	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	725,784	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	76,560	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Comp Grant 707	515,630	Capital Improvements
Drug Grant 99	16,964	Supportive Services
Drug Grant 2000	30,343	Supportive Services
<b>3. Public Housing Dwelling Rental Income</b>		
<b>Dwelling Rental</b>	292,060	
<b>4. Other income (list below)</b>		
Rented Space	3,000	
<b>Interest Income</b>	40,800	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	3,166,537	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

## **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)  
☐ When families are within a certain time of being offered a unit: (state time)  
☒ Other: (describe)(After offer letter, families bring in information which we verify before moving into the unit)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity  
☒ Rental history  
☒ Housekeeping  
☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list  
☐ Sub-jurisdictional lists  
☐ Site-based waiting lists  
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
☒ PHA development site management office  
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

## 2 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☒ 1 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction

- ☒ 1 Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
- If selected, list targeted developments below:

- ☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- ☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

- ☐ Other (list policies and developments targeted below)

- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing  
☐ Actions to improve the marketability of certain developments  
☐ Adoption or adjustment of ceiling rents for certain developments  
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing  
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation  
☐ Criminal and drug-related activity, more extensively than required by law or regulation  
☐ More general screening than criminal and drug-related activity (list factors below)  
☐ Other (list below)

- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☐ Other (describe below)

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The degree to which the family has made an effort to locate an acceptable unit by contacting landlords, real estate companies, etc.

The support services requested and provided.

The family's participation in supplemental briefing sessions.



Extenuating circumstances, such as hospitalization, family emergencies, etc., which affected the family's ability to locate an acceptable unit during the first sixty (60) day period but are not expected to affect their search during the additional period, if granted.

Whether the family's size or need for barrier-free housing has affected their success in finding an acceptable house within the initial sixty (60) day period but that a reasonable chance for success would exist if the family was awarded additional time; and

A large size four (4) bedroom unit requirement. The Search Record is part of the required verification.

Whether the family has submitted any previous Request for Lease Approval which, although not approved, has demonstrated their efforts to locate a unit

#### **(4) Admissions Preferences**

##### a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

##### b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant -based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

##### Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

##### Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs

- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

## 2 Date and Time

### Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

### Other preferences (select all that apply)

- ☒ 1 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ 1 Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers

- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan  
☐ Briefing sessions and written materials  
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices  
☐ Other (list below)

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☒ \$1-\$25  
☐ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

**See Attachment B (Page 55)**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads  
☐ For other family members  
☐ For transportation expenses  
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families  
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
-

- ☐ Yes but only for some developments  
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments  
☐ For all general occupancy developments (not elderly or disabled or elderly only)  
☐ For specified general occupancy developments  
☐ For certain parts of developments; e.g., the high-rise portion  
☐ For certain size units; e.g., larger bedroom sizes  
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study  
☒ Fair market rents (FMR)  
☐ 95<sup>th</sup> percentile rents  
☐ 75 percent of operating costs  
☐ 100 percent of operating costs for general occupancy (family) developments  
☐ Operating costs plus debt service  
☐ The "rental value" of the unit  
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never  
☐ At family option  
☐ Any time the family experiences an income increase  
☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$40/mo  
☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

---

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)

Per guidelines, we elected to utilize ceiling/flat rents synonymously.

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?  
(select all that apply)
- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

## **(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☒ \$1-\$25
- ☐ \$26-\$50

- b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
- See Attachment A

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. (mo009d01)
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

— List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	335	180
Section 8 Vouchers	109	40
Section 8 Certificates	88	0
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section		

8 Certificates/Vouchers (list individually)		
Home Coupon Program	21	3
NH Certificates	3	7
Public Housing Drug Elimination Program (PHDEP)	348	N/A
Other Federal Programs(list individually)		
Sub. Rehab	30	4
202 Projects	163	28
New Construction	120	23

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Maintenance Plan, Procedure Policy, Personnel Policy, Asset Disposition Policy

(2) Section 8 Management: (list below)

Administrative Plan

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:



2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
☒ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number MO36P009502 FFY of Grant Approval: (09/2001)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	60,000
3	1408 Management Improvements	55,000
4	1410 Administration	67,500
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	14,000
8	1440 Site Acquisition	
9	1450 Site Improvement	55,000
10	1460 Dwelling Structures	279,291
11	1465.1 Dwelling Equipment-Nonexpendable	78,000
12	1470 Nondwelling Structures	60,000
13	1475 Nondwelling Equipment	10,500
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	679,291
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Quantity	Development Account Number	Total Estimated Cost
<b>MO 9-1 Elizabeth &amp; Elm Sts</b>	A. Landscaping B. Replace Ranges C. Upgrade Electrical System D. Renovate Public Housing Units E. Construct Resident Storage F. Water Heater Replacement G. Resurface Parking Areas	50 Units 170 Units 170 Units 30 Units 1 Bldg. 40 Units 1,200 Sq./Yd.	1450 1465.1 1460 1460 1470 1460 1450 <b>Subtotal</b>	25,000 65,000 17,000 33,291 60,000 65,500 30,000 <b>295,791</b>
<b>MO 9-3 Dulle Tower</b>	A. Refurbish Post Office B. Refurbish Roof Vents C. Renovate Public Housing Units	LS 5 Ea. 20 Units	1460 1460 1460 <b>Subtotal</b>	10,000 10,500 18,000 <b>38,500</b>
<b>MO 9-4 Dulle Street</b>	A. Replace DHW/Furnace Vent Piping B. Replace Ranges C. Install Fire Alarm - MMC Building	30 Units 30 Units 1 Sys.	1460 1460 1475 <b>Subtotal</b>	15,000 10,000 10,500 <b>35,500</b>
<b>MO 9-5 Linden Court</b>	A. Upgrade Emergency Call System B. Replace Windows and Screens C. Replace Ranges	LS 18 Units 30 Units	1460 1460 1465.1 <b>Subtotal</b>	15,000 85,000 13,000 <b>113,000</b>
<b><u>HA Wide</u> Operations</b>	A. Operations	1	1406 <b>Subtotal</b>	60,000 <b>60,000</b>
<b><u>HA Wide</u> Management Improvements</b>	A. Upgrade Computer B. Resident Officer	1 1	1408 1408 <b>Subtotal</b>	10,000 45,000 <b>55,000</b>
<b><u>HA Wide</u> Administrative Cost</b>	A. Fund Development Coordinator B. In-house A/E Services C. Employee Benefits D. Sundry	1 1 1 1	1410 1410 1410.9 1410 <b>Subtotal</b>	40,000 15,000 7,500 5,000 <b>67,500</b>
<b><u>HA Wide</u> Fees &amp; Costs</b>	A. Consulting Engineer B. A/E Services for MO9-1,3,4,5 & 7	1 1	1430 1430 <b>Subtotal</b>	8,500 5,500 <b>14,000</b>
			<b>Grand Total</b>	<b>679,291</b>

**Annual Statement****Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
<b>MO 9-1</b> <b>Elizabeth &amp; Elm Sts</b>	3/31/02	9/30/04
<b>MO 9-4</b> <b>Dulle Street</b>	3/31/02	9/30/04
<b>MO 9-5</b> <b>Linden Court</b>	3/31/02	9/30/04
<b>MO 9-7</b> <b>Congregate Housing</b>	3/31/02	9/30/04

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?  
(if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment I

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>MO009-1</b>	<b>Family Housing</b>	<b>8</b>	<b>5%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
A. Landscaping		25,000	<b>2002</b>
B. Renovate Public Housing Units		35,000	<b>2002</b>
C. Replace Refrigerators		25,000	<b>2002</b>
D. Replace Sidewalks & curbs		22,500	<b>2002</b>
E. Upgrade Electrical System		42,500	<b>2002</b>
F. Install Vented Furnace Room Doors		20,000	<b>2002</b>
G. Install Fire Alarm System/Headstart Bldg.		6,791	<b>2002</b>
H. Paint Exteriors		15,000	<b>2002</b>
I. Install Security Fence		25,000	<b>2002</b>
<b>Subtotal</b>		<b>216,791</b>	
A. Renovate Tenant Services Building		35,000	<b>2003</b>
B. Install Range Hoods		40,000	<b>2003</b>
C. Replace Unit Furnaces/Vent Piping		50,791	<b>2003</b>
D. Construct Security/Crime Proof Cashier Window		35,000	<b>2003</b>
E. Install Exhaust Fans/Main Office		8,000	<b>2003</b>
F. Replace Office Furniture		15,000	<b>2003</b>
G. Renovate Office/Main Office		21,000	<b>2003</b>
H. Install Security Cameras		5,000	<b>2003</b>
I. Install Playground Equipment		18,000	<b>2003</b>
<b>Subtotal</b>		<b>227,791</b>	
A. Repair 4-Plex Stairwells		25,000	<b>2004</b>
B. Install Security Lights		10,000	<b>2004</b>
C. Upgrade Bathroom & Kitchen Plumbing		25,000	<b>2004</b>
D. Replace Balconies		50,000	<b>2004</b>
E. Replace Handrails		20,000	<b>2004</b>
F. Replace Building Entrance Doors		15,000	<b>2004</b>
G. Replace Siding & Fascia		15,000	<b>2004</b>
H. Tuckpoint Exterior Brick		5,991	<b>2004</b>
I. Construct Retaining Wall		25,000	<b>2004</b>
J. Install Electrical Signal for Utility Loss		7,500	<b>2004</b>
<b>Subtotal</b>		<b>198,491</b>	
A. Landscaping		25,000	<b>2005</b>
B. Restructure Roof Lines		50,000	<b>2005</b>
C. Daycare/Headstart Interior Renovations		10,000	<b>2005</b>
D. Install GuardRails		5,000	<b>2005</b>
E. Construct Dumpster Pads		20,000	<b>2005</b>
F. Install A/C Units		131,000	<b>2005</b>
G. Replace Gutters & Downspouts		15,791	<b>2005</b>
H. Replace Roofing		15,000	<b>2005</b>
<b>Subtotal</b>		<b>271,791</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MO009-3	Dulle Towers	1	.83%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
A. Landscaping		2,500	2002
B. Upgrade Elevator Equipment		8,000	2002
C. Renovate Public Housing Units		5,000	2002
Subtotal		15,500	
A. Replace Roof		50,000	2003
B. Upgrade Security Cameras		5,000	2003
C. Upgrade Fire Alarm System		25,000	2003
Subtotal		80,000	
A. Upgrade Plumbing		5,000	2004
B. Renovate Public Areas		5,000	2004
C. Replace Apartment HVAC Units		50,000	2004
D. Install Kitchen Cabinets		40,000	2004
Subtotal		100,000	
A. Replace Automatic Entrance Doors		5,000	2005
B. Construct Recreational Areas		2,000	2005
C. Renovate Public Housing Units		5,000	2005
D. Replace Balcony Door Latches		5,000	2005
E. Rejuvenate Air-Handling Systems		10,000	2005
Subtotal		27,000	
Sub Total estimated cost over next 5 years		222,500	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MO009-4	Single Family Housing	2	6.66%

Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
A. Replace Entry Doors & Hardware		18,000	2002
B. Replace Kitchen Cabinets		65,000	2002
C. Replace Gutters & Downspouts		10,000	2002
<b>Subtotal</b>		<b>93,000</b>	
A. Replace/Repair Siding and Fascia		15,000	2003
B. Replace Floor Heating Registers		35,000	2003
C. Replace DHW Heaters		10,000	2003
<b>Subtotal</b>		<b>60,000</b>	
A. Renovate Public Housing Units		5,000	2004
B. Install Security Fence		6,000	2004
C. Upgrade Security Cameras-MM&C Bldg.		5,000	2004
<b>Subtotal</b>		<b>16,000</b>	
A. Replace A/C Units		30,000	2005
B. Construct Pedestrian Sidewalks		5,000	2005
C. Upgrade Bathroom & Kitchen Plumbing		12,000	2005
D. Upgrade Electrical		5,000	2005
<b>Subtotal</b>		<b>52,000</b>	
<b>Sub Total estimated cost over next 5 years</b>		<b>221,000</b>	

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MO009-5	Handicapped Housing	0	0%

Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
A. Replace Ranges		12,500	2002
B. Renovate Public Housing Units		5,000	2002
C. Replace Bath & Kitchen Plumbing		16,500	2002
D. Construct Retaining Wall		65,000	2002
E. Upgrade Electrical Systems		5,000	2002
<b>Subtotal</b>		<b>104,000</b>	
A. Landscaping		5,000	2003
B. Replace Sidewalks		18,000	2003
C. Replace Entrance Doors & Hardware		15,000	2003
D. Provide Termite Bond		20,000	2003
E. Upgrade Security Lights		10,000	2003
<b>Subtotal</b>		<b>68,000</b>	

A. Replace Apartment Water Shut-Off Valves	7,500	2004
B. Replace Refrigerators	15,000	2004
C. Replace Domestic Hot Water Heaters	10,000	2004
D. Replace Gutters & Downspouts	10,000	2004
E. Replace Floor Heating Registers	25,000	2004
<b>Subtotal</b>	<b>67,500</b>	
A. Replace Apartment A/C Units	15,000	2005
B. Replace Kitchen Cabinets	12,000	2005
C. Replace Exterior Siding & Fascia	10,000	2005
D. Paint Building Exteriors	10,000	2005
E. Construct Retaining Wall	50,000	2005
<b>Subtotal</b>	<b>97,000</b>	
<b>Sub Total estimated cost over next 5 years total</b>	<b>336,500</b>	

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MO009-7	Congregate Housing	1	4.16%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
A. Landscaping	5,000	2002
B. Replace Sidewalks & Curbs	10,000	2002
<b>Subtotal</b>	<b>15,000</b>	
A. Replace Roofing	25,000	2003
B. Replace Apartment HVAC Units	5,000	2003
<b>Subtotal</b>	<b>30,000</b>	
A. Replace Apartment Faucet & Drains	10,800	2004
B. Install Storm Drainage System	15,000	2004
C. Rejuvenate Air Handling Units	10,000	2004
<b>Subtotal</b>	<b>35,800</b>	
A. Paint Building Exterior & Replace Decking	12,000	2005
B. Upgrade Security Equipment	2,000	2005
<b>Subtotal</b>	<b>14,000</b>	
<b>Sub Total estimated cost over next 5 years total</b>	<b>94,800</b>	

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.



Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MO009	PHA Wide	12	3.44%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Non-dwelling Equipment</b>			
A. Replace deteriorated maintenance equipment		5,000	2002
B. Replace Maintenance Vehicles		25,000	2002
<b>Subtotal</b>		<b>30,000</b>	
A. Replace deteriorated maintenance equipment		10,000	2003
<b>Subtotal</b>		<b>10,000</b>	
A. Replace deteriorated maintenance equipment		5,000	2004
B. Replace Maintenance Vehicles		50,000	2004
<b>Subtotal</b>		<b>55,000</b>	
A. Replace deteriorated maintenance equipment		5,000	2005
<b>Subtotal</b>		<b>5,000</b>	
<b><u>Operations</u></b>			
A. HA Operations		60,000	2002
<b>Subtotal</b>		<b>60,000</b>	
A. HA Operations		60,000	2003
<b>Subtotal</b>		<b>60,000</b>	
A. HA Operations		60,000	2004
<b>Subtotal</b>		<b>60,000</b>	
A. HA Operations		60,000	2005
<b>Subtotal</b>		<b>60,000</b>	
<b><u>Management Improvements</u></b>			
A. Upgrade Computer Systems		8,500	2002
B. Resident Officer		45,000	2002
<b>Subtotal</b>		<b>53,500</b>	
A. Upgrade Computer Systems		5,000	2003
B. Resident Officer		45,000	2003
<b>Subtotal</b>		<b>50,000</b>	
A. Upgrade Computer Systems		10,000	2004
B. Resident Officer		45,000	2004
<b>Subtotal</b>		<b>55,000</b>	
A. Upgrade Computer Systems		5,000	2005
B. Resident Officer		45,000	2005
<b>Subtotal</b>		<b>50,000</b>	
<b><u>Administrative Cost</u></b>			
A. Development Coordinator Salary & Benefits		40,000	2002

B. In-House A/E Services	15,000	2002
C. Employee Benefits	7,500	2002
D. Sundry	5,000	2002
<b>Subtotal</b>	<b>67,500</b>	
A. Development Coordinator Salary & Benefits	40,000	2003
B. In-House A/E Services	15,000	2003
C. Employee Benefits	7,500	2003
D. Sundry	5,000	2003
<b>Subtotal</b>	<b>67,500</b>	
A. Development Coordinator Salary & Benefits	40,000	2004
B. In-House A/E Services	15,000	2004
C. Employee Benefits	7,500	2004
D. Sundry	5,000	2004
<b>Subtotal</b>	<b>67,500</b>	
A. Development Coordinator Salary & Benefits	40,000	2005
B. In-House A/E Services	15,000	2005
C. Employee Benefits	7,500	2005
D. Sundry	5,000	2005
<b>Subtotal</b>	<b>67,500</b>	
<b><u>Fees &amp; Costs</u></b>		
A. Consulting Engineer	14,000	2002
B. A/E Services for MO 9-1,3,4,5, and 7	10,000	2002
<b>Subtotal</b>	<b>24,000</b>	
A. Consulting Engineer	14,000	2003
B. A/E Services for MO 9-1,3,4,5, and 7	12,000	2003
<b>Subtotal</b>	<b>26,000</b>	
A. Consulting Engineer	14,000	2004
B. A/E Services for MO 9-1,3,4,5, and 7	10,000	2004
<b>Subtotal</b>	<b>24,000</b>	
A. Consulting Engineer	25,000	2005
B. A/E Services for MO 9-1,3,4,5, and 7	10,000	2005
<b>Subtotal</b>	<b>35,000</b>	
<b>Sub Total estimated cost over next 5 years total</b>	<b>927,500</b>	
<b>Total estimated cost over next 5 years total</b>	<b>2,717,664</b>	

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - ☐ Revitalization Plan under development
  - ☐ Revitalization Plan submitted, pending approval
  - ☐ Revitalization Plan approved
  - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
--

1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)
2. Activity Description  
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:

1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### **2. Activity Description**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway

<input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
---

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.
--

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to

component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**See Attachment G (Page 65)**

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 08/14/00

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals  
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)  
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
☐ Jointly administer programs  
☐ Partner to administer a HUD Welfare-to-Work voucher program  
☐ Joint administration of other demonstration program  
☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**



a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

---

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	40	0 as of 3/31/2001

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

We have sent out questionnaires to all people on the Section 8 and Public Housing Waiting List and to current residents of the two programs. We received no positive response from tenants expressing interest in the FSS program. After soliciting/surveying tenants numerous times, we have requested the local HUD office to remove the FSS requirements from the 15 vouchers and 25 certificates. At this time the approval has not been given. We are preparing additional information requested by the Local Office to get the approval for the removal of FSS requirements.

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

### **D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**All**

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
  - ☐ Crime Prevention Through Environmental Design
  - ☒ Activities targeted to at-risk youth, adults, or seniors
  - ☐ Volunteer Resident Patrol/Block Watchers Program
-

☐ Other (describe below)

2. Which developments are most affected? (list below)

**All**

### **C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☒ Other activities (list below)

We are in the process of using our funds to contribute to the city government to hire two additional officers so they can spend more time in the housing developments

2. Which developments are most affected? (list below)

**All**

### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: MO009e01)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See attachment D. - Page 61

## **15. Civil Rights Certifications**

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
☒ Not applicable  
☐ Private management  
☐ Development-based accounting  
☐ Comprehensive stock assessment  
☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached at Attachment (File name)

☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments

List changes below:

☐ Other: (list below)

## **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

☐ Representatives of all PHA resident and assisted family organizations

☐ Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (State of Missouri)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

- A. Board Resolution - mailed**
- B. Compliance with State Plan - mailed**
- C. PHDEP (MO009e01)**
- D. Organization Chart (MO009d01)**
- E. Certifications of Payments to Influence Federal Transactions - mailed**
- F. Disclosure of Lobbying Activities - mailed**
- G. Certification for a Drug-Free Workplace - mailed**
- H. Certify the number of units - mailed**
- I. Civil Rights Certification - mailed**

### **19. Definition of Substantial Deviation and Significant Amendment or Modification**

[24 CFR Part 903.7 9 (r)]

## **A. Substantial Deviation from the 5-Year Plan:**

Substantial deviations or significant amendments or modifications are defined as discretionary changes in plans or policies of the Housing Authority of the City of Jefferson that fundamentally change the mission, goals, objectives, or plans of the authority and which require formal approval of the Board of Commissioners.

## **B. Significant Amendment or Modification to the Annual Plan:**

See A. Substantial Deviation from the 5-Year Plan above.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

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### **Attachment A**

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#### **Deconcentration Policy**

It is the policy of the **Jefferson** City Housing Authority (JCHA) to **house** families in a manner that will prevent a concentration of poverty families and/or concentration of higher income families in any one development. The specific objective of the JCHA is to house no less than 40% of its inventory, with families that have income at or below 30% of the area median income by public housing development. Also the JCHA will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments, To insure that the JCHA does not concentrate families with higher income levels, it is the goal of the JCHA not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The JCHA will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the JCHA

To accomplish the deconcentration goals the JCHA will **take** the following actions:

- A. At the beginning of each fiscal year, the JCHA will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous fiscal year.
- B. To accomplish the goals of:
  - 1. Housing not less than 40% of its inventory on an annual basis with families that have incomes at or below 30% of area median income, and
  - 2. Not housing families with **incomes** that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income. The JCHA's Tenant Selection and Assignment Plan, which is a part of this policy, provides for the utilization of local preferences with regards to applicant selection from its waiting list.

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### **Attachment B**

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## Jefferson City Housing Authority

### Minimum Rent Hardship Exemption Request Guidelines for Residents

Any resident Head of Household that is paying a minimum rent, which is \$25, may make a written request for a hardship exemption (**Note: This hardship exemption only applies to residents that are paying a minimum rent and does not apply to any other resident household**). The written request must be submitted to the Housing Manager prior to the rent becoming delinquent, which is prior to close of business the 5<sup>th</sup> working day of each month. The written request must contain one of the following situations to be considered eligible for a hardship exemption, which includes:

1. The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
2. The family would be evicted as a result of the implementation of the minimum rent. This exemption is only applicable for the initial implementation of a minimum rent or increase in the existing minimum rent. The effective date of the initial implementation of the minimum rent for the Housing Authority (HA) was February 16, 1996 and the minimum rent was established at \$25. Therefore, this exemption will only apply if the HA increases the minimum rent.
3. The income of the family has decreased because of changed circumstance, including loss of employment.
4. A death in the family has occurred which affects the family circumstances.
5. If section 1 through 4 as listed above do not apply to a family paying a minimum rent, the Head of Household can cite any other circumstance that they believe created a financial hardship and describe that circumstance, in writing, and request that a hardship exemption be granted because of other circumstances. The HA will consider all "other circumstances" request for hardship exemptions as presented, in writing, by the Head of Household and make a decision to grant or deny the other circumstances request for a hardship exemption on a case by case basis.

All of the above must be proven by the Resident by providing verifiable information in writing to the HA prior to the rent becoming delinquent and before the lease is terminated by the HA.

#### **Note:**

If you request a minimum rent hardship exemption and your request is approved your new rent amount will be based on your total tenant payment (TTP) and a new dwelling lease will have to be executed. Calculating rent based on the TTP is required by federal regulation and is the method used to calculate rent for all public housing residents that are not paying a minimum rent or ceiling rent, as appropriate.

Head of Household	Date

Housing Authority Representative	Date

## **Jefferson City Housing Authority**

### **Minimum Rent Hardship Exemption Approval/Denial Guidelines for Housing Managers**

Each Head of Household that is paying or start paying a minimum rent must be given the “Minimum Rent Hardship Exemption Request Guidelines for Residents” and this document must be signed by the resident Head of Household and Housing Manager. The document must be explained to the resident, prior to signing. The original is to be retained in the resident file and a copy given to the resident.

If a Head of Household submits a written request for a hardship exemption from paying a monthly minimum rent, which is \$25, and the request complies with sections 1 through 4 of the “Minimum Rent Hardship Exemption Request Guidelines for Residents” the request shall be approved.

If the request for a hardship exemption is based on other circumstances as noted in section 5 of the “Minimum Rent Hardship Exemption Request Guidelines for Residents”, the request must be forwarded to the Director of Administrative Services for approval or denial. The Director of Administrative Services will make a decision to approve or deny the request based on the merits and circumstances of each individual request. Also, the Director of Administrative Services will establish a file for all “other circumstances” request for hardship exemptions to ensure that all decisions made concerning “other circumstances” are consistent. The names of the residents will be stricken from the file to ensure privacy of the resident.

All request for hardship exemptions must be received prior to the rent becoming delinquent, which is before close of business on the 5<sup>th</sup> working day of each month. Also, it is the responsibility of the Head of Household to provide documentation that supports the hardship request and the information must be verifiable and provided prior to the rent becoming delinquent. However, an extension can be granted until the 15<sup>th</sup> of the month if the Head of Household request extra time to obtain the information to document their request, which may be necessary in some circumstances.

If the Head of Household request a hardship exemption timely, late penalties will not be charged.

If a request is approved and/or denied the resident will be notified in writing of the decision. The decision must be issued within 10 calendar days of receipt of the request and/or within 10 calendar days of receiving the documentation necessary to support the hardship exemption request. The resident must be notified in the letter that if there is a change in circumstances that relieves the hardship, those circumstances must be reported to the Housing Manager within ten (10) calendar days of the changed circumstances as required by the Section 17 (D) of the

dwelling lease. Failure to report changes will result in termination of dwelling lease.

Also, if a resident requests a hardship exemption (**prior to the rent being delinquent, which is the 5<sup>th</sup> working day of each month**) under this section, and the Housing Authority (HA) reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the HA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period and reduce the account receivable as appropriate. This Paragraph does not prohibit the HA from taking eviction action for other violations of the lease.

During the exemption period, the rent will be reduced to the appropriated total tenant payment (TTP), which represent the regulatory amount of rent calculated for all public housing residents.

The following language must be used in the letters of (1) acceptance, (2) temporary determination and (3) denial of a request for a hardship exemption:

**Acceptance Letter:**

The purpose of this letter is to inform you that your request for a minimum rent hardship exemption is approved. During the exemption period your rent will be \_\_\_\_\_, which represents your total tenant payment (TTP). Calculating rent based on the TTP is required by federal regulation and is the method used to calculate rent for all public housing residents that are not paying a minimum rent or ceiling rent, as appropriate. Also, you will be responsible for paying for any applicable “other charges” which may be incurred during the exemption period. Some examples of “other charges”, would be excess utilities and/or maintenance charges. The action requires that a new dwelling lease be executed; therefore, an appointment for the signing of a new dwelling lease has been scheduled for \_\_\_\_\_.

As required by Section 17 (D) of the dwelling lease you are reminded that you must report any changes in family income or family composition within ten (10) days of the changed circumstances as required by the Section 17 (D) of the dwelling lease. Failure to report such changes will result in termination of your dwelling lease.

If you have any questions concerning this letter or need to reschedule your appointment to sign the new dwelling lease, please call me at \_\_\_\_\_.

**Temporary Denial Letter:**

The purpose of this letter is to inform you that your request for a minimum rent hardship exemption is denied because it has been determined that your situation is of a temporary nature. From the date of this letter, an exemption shall not be granted for a ninety day period; however, you will not be evicted during this period for non-payment of rent. Please note that the decision not be evict for non-payment of rent does not prevent the Housing Authority from filing an eviction action of any other lease violation. You must comply will all other provisions of your dwelling lease.

During the ninety day period your rent and, if applicable, other charges are due and payable on the first of each month; however, you will not be charged any late fees during this ninety day period, which ends on \_\_\_\_\_. Also, at any time during this ninety day period you can demonstrate that the financial hardship is of a long term basis and not temporary, the Housing Authority shall retroactively exempt the applicable minimum rent and your account adjusted to the appropriate amount of rent due based on calculating your total tenant payment from the date of your original request to be approved for a minimum rent hardship exemption.

In accordance with the Housing Authorities grievance procedure, you may request an informal settlement within ten (10) business days from the date of the mailing of this adverse action if you do not agree with the decision. The request for an informal settlement can be made at this office orally or in writing.

If you have any questions concerning this letter, please call me at \_\_\_\_\_.

### **Denial Letter:**

The purpose of this letter is to deny your request for a hardship exemption from paying minimum rent. Your request did not meet the requirements for granting a hardship exemption from paying a minimum rent as outlined in the "Minimum Rent Hardship Exemption Request Guidelines for Residents", which you signed on \_\_\_\_\_.

In accordance with the Housing Authorities grievance procedure, you may request an informal settlement within ten (10) business days for the date of the mailing of this adverse action if you do not agree with the decision. The request for an informal settlement can be made at this office orally or in writing. If you grieve this decision your dwelling lease will not be terminated during the time period of the grievance procedure. Also, you will not be charged late fees during the grievance period.

If you have any questions concerning this letter, please call me at \_\_\_\_\_.

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## **Attachment C**

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### **COMMUNITY SERVICE POLICY AND PROCEDURES**

Jefferson City Housing Authority  
Public Housing Residents

The Jefferson City Housing Authority (JCHA) adopts this policy, in accordance with 24 CFR Part 5, and 24 CFR Part 960.600, et al, dated March 29, 2000. The referenced sections establish the requirement for non-exempt residents of public housing to contribute eight hours of community service each month or to participate in a self-sufficiency program for eight hours each month. Community service is a service for which individuals are not paid. The Jefferson City Housing Authority (JCHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

Effective Date: April 1, 2001

Exemptions: An adult who is:

62 years old or older;  
blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability he or she is unable to comply with the service provisions; or, is a primary caretaker of such individual; engaged in work activities; Meets the requirements for being exempted from having to engage in work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State of Missouri, including a State administered welfare-to-work program; or, Is a member of a family receiving assistance, benefits or services under a State program funded under Part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State of Missouri, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in non-compliance with such a program;  
Those individuals determined by the JCHA, on a case-by-case basis, who should be provided a humanitarian or hardship exemption.

#### General Requirements:

Community Service. The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activity.

Service Requirement. Except for any family member who is an exempt individual, each adult resident of public housing must: Contribute 8 hours per month of community service (not including political activities); or, Participate in an economic self-sufficiency program for 8 hours per month; or, Perform 8 hours per month of combined activities.

Family violation of service. The lease specifies that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month term.

#### Administration of Community Service Requirements:

The Jefferson City Housing Authority (JCHA) may administer qualifying community or economic self-sufficiency activities directly, or may make such activities available through a contractor, or through partnerships with qualified organizations. The JCHA shall have the responsibility and authority to determine activities that qualify as meeting the Community Service Requirement. Non-Exempt residents shall request a written statement of acceptance of an activity or combination of activities from the JCHA to ensure the respective activity or combination of activities meets the requirements of the regulation. The JCHA will use its current system of verification to determine which family members are subject to or exempt from the service requirement. The JCHA will assure that procedures are in place that provide residents the opportunity to change status from non-exempt to exempt. Such changes include, but are not limited to, going from unemployment to employment, entering a job-training program, and, entering an education program that exceeds eight hours monthly. The JCHA will provide a written description of the service requirement and the process for claiming status as an exempt person and for the verification of such status by the JCHA. The JCHA will notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons. The JCHA will review family compliance with service requirements, and will verify such compliance annually at least 30 days before the end of the twelve-month lease term. If qualifying activities are administered by an organization other than the JCHA, the JCHA shall obtain verification of family

compliance from such third parties. The JCHA will retain reasonable documentation of service requirement performance or exemption in resident files. The JCHA will comply with non-discrimination and equal opportunity requirements listed at 24 CFR Part 5.105(a).

#### Assuring Resident Compliance:

Third-party certification. If qualifying activities are administered by an organization other than the JCHA, a family member who is required to fulfill a service requirement must provide signed certification to the JCHA by such other organization that the family member has performed such qualifying activities. Jefferson City Housing Authority notice of noncompliance. If the JCHA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation (noncompliant resident), the JCHA must notify the tenant of this determination. The JCHA notice to the tenant shall: Briefly describe the noncompliance; State that the JCHA will not renew the lease at the end of the twelve-month lease term unless: The tenant, and any other noncompliant resident, enter into a written agreement with the JCHA, in the form and manner required by the JCHA, to cure such noncompliance in accordance with such agreement; or, The family provides written assurance satisfactory to the JCHA that the tenant or other noncompliant resident no longer resides in the units. State that the tenant may request a grievance hearing on the JCHA determination, in accordance with the approved JCHA Grievance Policy, and that the tenant may exercise any available judicial remedy to seek timely redress for the JCHA non-renewal of the lease because of such determination.

Tenant agreement to comply with service requirement. If the tenant or another family member has violated the service requirement, the JCHA may not renew the lease upon expiration of the term unless: The tenant, and any other noncompliant resident, enter into a written agreement with the JCHA, in the form and manner required by the JCHA, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the 12 month term of the new lease; and, All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

Prohibition against replacement of JCHA employees: In implementing the service requirement the JCHA will not substitute community service or self-sufficiency activities performed by the residents for work ordinarily performed by JCHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement

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## Attachment D

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### HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI

#### PET POLICY

In compliance with Section 526 of The Quality Housing and Work Responsibility Act of 1998, Management residents shall be permitted to own and keep common household pets. Animals that are an auxiliary for persons with a disability are excluded from this policy. The ownership of common household pets is subject to the following rules and limitations:

1. Common household pets shall be defined as "domesticated animals such as a dog, cat, bird, rodent, fish or turtle. Common household pets are defined as follows:  
  
Bird Includes Canary, Parakeet, Finch and other species that are normally kept caged; birds of prey are not permitted.

- Fish In tanks or aquariums, not to exceed 20 gallons in capacity; poisonous or dangerous fish are not permitted.
- Dogs Not to exceed 25 lbs. weight, or 15 inches in height at full growth. Dogs must be spayed or neutered. Veterinarian's recommended /suggested types of dogs are as follows:
- |              |                   |
|--------------|-------------------|
| a. Chihuahua | e. Cocker Spaniel |
| b. Pekinese  | f. Dachshund      |
| c. Poodle    | g. Terriers       |
| d. Schnauzer |                   |

**No Pit Bulls will be permitted**

- Cats Cats must be spayed or neutered and be de-clawed or have scratching post, and should not exceed 15 pounds.
- Rodents Rodents other than hamsters, gerbils, white rats or mice are not considered common household pets. These animals must be kept in appropriate cages.
- Reptiles Reptiles other than turtles or small lizards such as chameleons are not considered common household pets.
- Exotic pets At no time will the Management approve of exotic pets, such as snakes, monkeys, game pets, etc.
2. No more than one dog or cat shall be permitted in a household. In the case of birds, a maximum of two birds may be permitted. There shall be no limit as to the number of fish, but no more than one aquarium with a maximum capacity of 20 gallons shall be permitted. A resident with a dog or cat may also have other categories of "common household pets" as defined above.
  3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner's apartment for the purpose of handling, but shall not generally be unrestrained.
  4. Only one dog or cat is allowed per household. **NO PIT BULLS WILL BE PERMITTED.** All cats and dogs must be appropriately and effectively restrained and under the control of a responsible individual while on the common areas of the Development (that is, any areas outside the apartment). Unless the owner is unable to do so for health reasons or disability, the pet must be in the owner's arms when going to and from the building and in the elevators. Pets shall not be tied up and left unattended either inside or outside the building. Neither dogs or cats shall be permitted to run loose. No dog houses or pens shall be permitted on the grounds of the Development.
  5. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, Management employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.
    - a. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.
    - b. Repeated substantiated complaints by neighbors or JCHA Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

- c. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.
6. Each pet owner shall be fully responsible for the care of the pet. Owners must take all pet waste to the appropriate dumpster in bags they purchase for their own use. If no area in the Development is designed for exercise or the deposit of waste, pet owners must remove pets from the premises to permit the pet to exercise and deposit waste. In the case of cats and other pets using litter boxes, the pet owner must change the litter at least twice a week, and pet owners must separate waste from litter at least once a day.
7. All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.)
8. No visiting pets shall be allowed.
9. Miscellaneous Rules.
- Pet bedding shall not be washed in any common laundry facilities.
- Residents must take appropriate actions to protect their pets from fleas and ticks.
- All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.
- Pets cannot be kept, bred or used for any commercial purpose.
- Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.
- A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
10. All pets shall be registered with the Management Office immediately.
- Registration shall consist of providing;
- a. Basic information about the pet (type, age, description, name, etc.)
- b. Proof of inoculation and licensing.
- c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become or continue to be a resident of the community.
- d. Payment of a pet deposit of \$200.00 for dog, cat, or rodent and \$25.00 for any other type pets such as fish or birds. The pet deposit must be paid in full, or over a period of time not to exceed six (6) months, in case of hardship to defray the cost of potential damage done by the pet to the unit or to common areas of the community. The additional security deposit shall not preclude charges to a resident for repair of damages done on an ongoing basis by a pet. The resident is responsible for all damages caused by the pet and will reimburse the Authority for all costs it incurs in repairing such damages. This deposit
-



is refundable if no damage is identified at the move-out inspection. The unused portion of the pet deposit will be refunded to the pet owner within 30 days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

Type of Pet	Pets Name	Inoculations (type and date)
License Date	Spay or Neuter Date	

- e. If a resident cannot care for their pet due to an illness, absence, or death, and no other person can be found to care for the pet, after 24-hours have elapsed, the Resident hereby gives permission for the pet to be released to the Humane Society/Animal Control, in accordance with their procedures. In no case shall Management incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure.

Provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. This information will be updated annually.

Name	Address	Phone (day)	Phone (night)

11. Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the Management from all claims, causes of action damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet.
12. Residents are encouraged to carry liability insurance to cover bodily harm to individuals or damages to buildings or other property caused by their pets.
13. Animal neglect and abandonment under the laws of the State of Missouri is not tolerated and is punishable by the following: "any person convicted of failure to provide adequate care or adequate control of animal, so that an animal does not injure itself, any person, any other animal or property is guilty of a Class C Misdemeanor with a maximum fine of \$500 and a maximum sentence of 15 days imprisonment. A second conviction is a Class B Misdemeanor and has a maximum fine of \$1,000 and maximum sentence of 6 months.
14. Animal Abuse under the laws of the State of Missouri is not tolerated and is punishable by the following: "any person convicted of knowingly failing to provide adequate care or adequate control of an animal is guilty of a Class A Misdemeanor with a maximum fine of \$1,000 and a maximum sentence of one year imprisonment. A second conviction is a Class D Misdemeanor and has a maximum fine of \$5,000 and maximum sentence of 5 years imprisonment.

**NOTE: This policy is an agreement between the head of the household and the Housing Authority of the City of Jefferson, Missouri and needs to be signed only if a pet is in the household.**

As head of household, I have read the pet policy as written above and understand these provisions. I agree to abide by these provisions fully and understand that permission will be revoked if I fail to do so.

Failure to comply with any part of the above and/or to take corrective action after sufficient notice of the violation shall be cause for termination of the lease. I have received a copy of this policy.

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Name (Print)

---

Community or Building

---

Unit Number

---

Resident

---

Date

---

Housing Authority Representative

---

Date

---

### Attachment E

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#### Resident Membership of the PHA Governing Board

Linda VanVactor - Appointed by the Mayor - September 18, 2000 - Four year term

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### Attachment F

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#### Membership of the Resident Advisory Committee

Dorothy Martin, Dora Washington, Doris Murphy, Mabel Bialzyck, Mike Gibson, Denise Taylor, Michelle Ortiz

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### Attachment G

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#### SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY STATEMENT

The Jefferson City Housing Authority has experience in operating a Homeownership Program. To date the JCHA in conjunction with the Public School has built and sold XX homes. The Jefferson City Housing Authority intends to increase the homeownership opportunities by utilizing the Section 8 Homeownership Program.

The Jefferson City Housing Authority shall demonstrate its capacity to administer the Section 8 Homeownership Program by satisfying the following criteria:

- Establishing a minimum homeownership down payment requirement of 3 percent and requiring that at least 1 percent of the down payment come directly from the family's resources.
- Additional criteria which will be considered for participation in the Section 8 Homeownership Program may include the following - as long as not in violation of program rules found in 24 CFR Parts 5, 903 and 982:

- The purchaser must meet other threshold requirements, including a minimum income;
- The purchaser must be a first time homebuyer;
- Participation in credit counseling programs will be required of all families expressing an interest in purchasing. No family will be admitted to the program if credit is not acceptable or correctable in a period of time that is reasonable for this program;
- Participation in a series of home buying training and counseling courses will be required of all prospective buyers;
- No family with a history of property destruction or criminal behavior will be permitted to participate in the program. Past drug - and alcohol -related problems that appear to be corrected and are at least five years in the past will not be grounds for exclusion from the homebuyer program;
- Participation in a self-sufficiency program may be required of all non-working adult members for the household;
- Evidence of sufficient income to support home ownership (including house payment, utilities, taxes and insurance);
- Family should demonstrate potential for income growth.

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## Attachment H

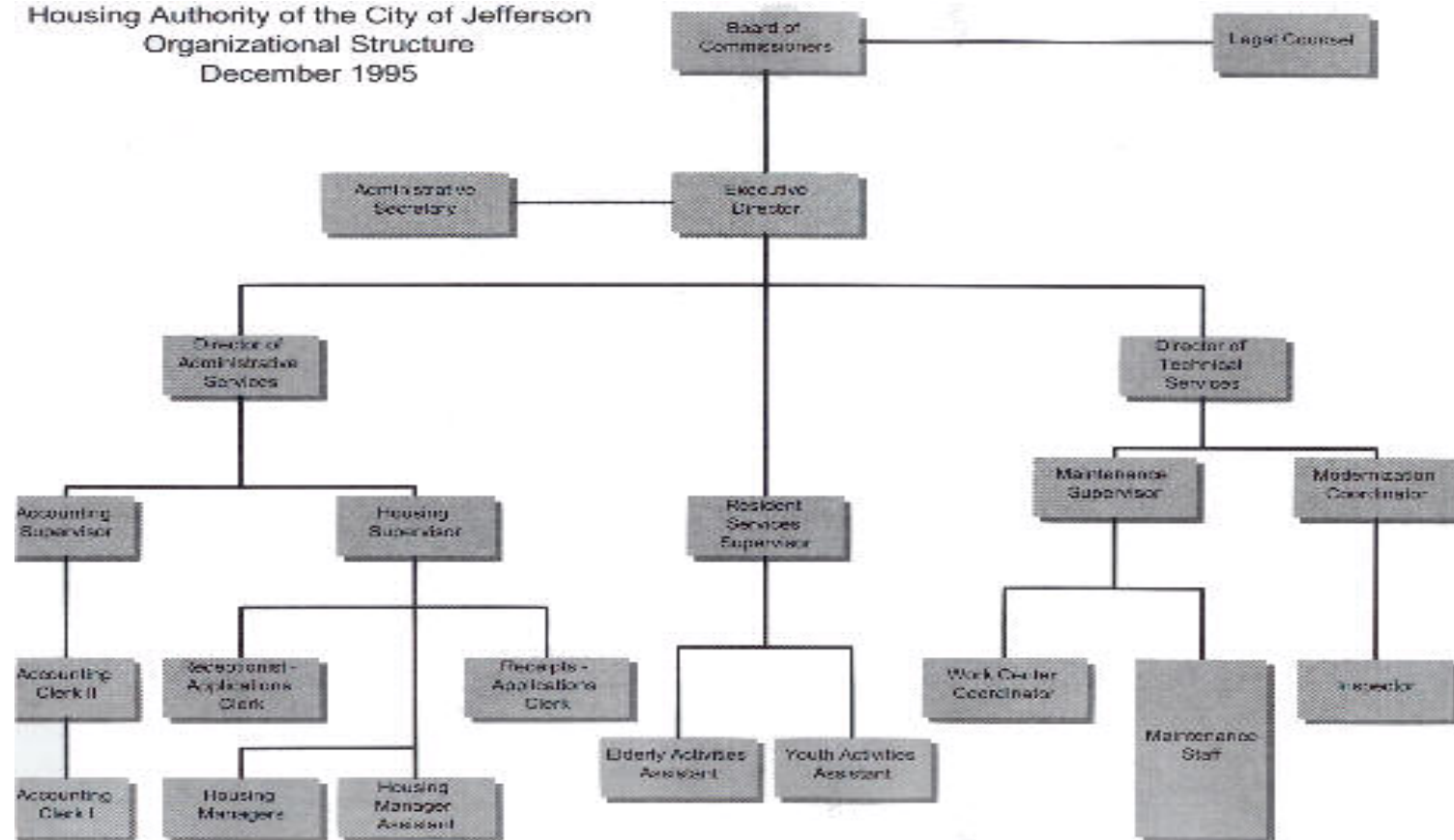
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### Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals

The turnaround time for vacant units has decreased and the vacancies have been reduced to around 2.75 - 3.75%. JCHA has just completed building 44 new family units using tax credit and low interest rate loan in conjunction with 23 of the units will be subsidized by HUD multifamily HAP. For the past several years JCHA and the Jefferson City Public Schools have been building single family homes for sale to low income families and we are still proceeding with this program which will last for several more years. We currently have two homes for sale and building another. We are closely monitoring our PHAS score. We plan on using grant funds to work with the city to increase the presence of officers in public housing to answer the survey that residents do not feel that adequate security is provided. We are instructing the staff to make sure that everything is properly communicated to the resident. The survey question that the resident like their units, building, but not their neighborhood is very hard to address. We are screening the new tenants as much as possible to balance the vacancy issue and also ensure that the tenants will get along with their neighbors. SEMAP score is still coming for us in the near future. We are using CGP to continue to improve the units, reduce vacancies, improve amenities for the residents, and improve security. Deconcentration is monitored by the staff. Most of our residents are at 30% or lower of medium income. We do not have any developments with concentration of higher income families. We have signed an agreement with the Division of Family Services to provide support for our families, we have a tutor program with Lincoln University, GED program with the Public Schools. The Headstart program is operating in one of our buildings at a very reduced rental amount. The Jefferson City Daycare is on site in one of our buildings which allows the working resident to have daycare at a reduced price.

The Jefferson City Housing Authority staff closely monitors all programs to ensure access to assisted housing regardless of race, color, religion, nation origin, sex, familial status, and insure accessible housing to person with all types of disabilities regardless of the unit size required.

Housing Authority of the City of Jefferson  
Organizational Structure  
December 1995



# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

**A. Amount of PHDEP Grant** \$ 76,560.00

**B. Eligibility type (Indicate with an *ix*)** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X.

**C. FFY in which funding is requested** 2001.

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The program of the Housing authority of Jefferson City, Missouri will use a comprehensive prevention based and security approach to help reduce/eliminate drug use, related crime and problems associated with it in public housing. An on-site learning center will provide Adult Basic Education/Job Readiness in the mornings and kindergarten preparedness/early childhood education and after school tutoring K-12 in the afternoons. School bus transportation offers the children a chance to get to school safely and in time to participate in the free and/or reduced breakfast program. The on-site community police office provides visibility that assists in deterring crime. An on-site fully equipped community center offers a safe place for youth and adults to participate in drugfree recreation, cultural and sports programs. The on-site Women's, Infants and Children Clinics assists in preventing health problems with pregnant women, new mothers, infants and children age five and under.

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Edmond St. Area: Elizabeth St., Buena Vista & Dulle St.	115	230
East Elm Area: East Elm, Linn, Chestnut, Locust St.	85	170
Congregate Housing - Linden St.	59	59
Dulle Tower - Jackson St.	89	89
Total	348	550

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months \_\_\_\_\_ 12 Months X 18 Months \_\_\_\_\_ 24 Months \_\_\_\_\_ Other \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	8-1-95	MO36DEP0090195	0	N/A	8-1-97
FY 1996	11-1-96	MO36DEP0090196	0	N/A	11-1-98
FY 1997	12-1-97	MO36DEP0090197	0	N/A	12-1-99
FY 1998	12-1-98	MO36DEP0090198	0	N/A	11-30-00
FY 1999	12-15-99	MO36DEP0090199	69,000	N/A	12-15-01
FY 2000	10-11-00	MO36DEP0090100	82,291	N/A	10-11-02

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

JCHA's strategy is to create alternatives to drugs and crime associated with them is to assist in creating a wholesome and purposeful lifestyle for our residents and to provide opportunities that will help build their self esteem, enhance their futures and eliminate drug use, drug-related crime and associated problems by: 1) Providing residents with support and assistance in addressing the neighborhood problems and taking action to maintain drug crime free areas. 2) Increase resident population involvement in preventative measures relative to drug associated crime. 3) Attempt to identify possible resources and directing them toward reducing the magnitude of drug related crime. 4) Continue to create extensive youth and adult programs, which will be attractive, interesting and educational while offering alternatives to drug use and related crime. 5) Establish partnerships with local agencies to compliment the “Welfare to Work” Program, with a special emphasis to bring job training, when practical, onsite. Our goals will be to increase total participants in programs and participation hours.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	73,560
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	3,000
<b>TOTAL PHDEP FUNDING</b>	<b>76,560</b>

### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons	Target Population	Start Date	Expected Complete	PHDEP Funding	Other Funding	Performance Indicators

	Served			Date		(Amount /Source)	
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators  Listed in plan
1.Youth Services			10-1-01	10-1-03	21,670	-	
2. Education/Econ			10-1-01	10-1-03	51,890	*6,000	
3.							

\* Lincoln University running adult evening computer training with their own funds.

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment										Total PHDEP Funding: \$									
Goal(s)																			



Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. On-Site Substation			10-1-01	10-1-03	3,000	*	
2.							
3.							

\* Salaries for police officers paid by Jefferson Police Dept. Onsite Substation – equipped – Police field Office

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	1,2	73,560	1,2	73,560
9170				
9180				
9190	1	3,000	1	3,000
<b>TOTAL</b>		<b>\$ 76,560</b>		<b>\$ 76,560</b>

### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”